

Position Description: Chauffeur

❖ Basic Function of the Position:

The incumbent operates safely a fully armored vehicle (FAV) to transport Embassy officials within the city and the surrounding areas. Ensures that the vehicle is clean and in serviceable condition and performs minor preventive maintenance.

❖ Major Duties and responsibilities:

Chauffeur to senior Embassy officials. - 50%: Safely operates a fully armored vehicle (FAV) to transport senior Embassy officials within the city and the surrounding areas. Reacts defensively in response to potential security threat-related situations. Safely operates the Ambassador's Protective Detail's Lead Car, Follow Car, and Deputy Chief of Mission Limousines on a rotational basis. Acts as alert observer and prevents unauthorized access to the vehicle and the surrounding area while waiting to pick up the senior Embassy officials. Analyses the daily appointment schedule, ensuring familiarity with both a primary and alternate route to the destination, as well as potential security concerns at destination. Serves as a special messenger in delivering documents or invitations or in completing other various errands for the senior Embassy officials.

Vehicle Maintenance. - 30%: Cleans, polishes and checks vehicle before and after operation to ensure that it is in serviceable condition. Conducts vehicle inspection and reports vehicle deficiencies to the supervisor. Performs minor vehicle maintenance repairs, as needed.

Reporting. - 15%: Completes daily trip ticket after vehicle inspection. Prepares accident and vehicle reports, trip logs and travel documents. Records miles driven daily.

Other. - 5%: Functions as a Motor pool chauffeur, as needed. Conducts radio communications. Operates armored/non-armored vehicles. Drives in motorcades for visiting dignitaries such as the U.S. President, Secretary of State, members of Congress, flag military officers etc. as assigned. Instructs rental car drivers in proper motorcade driving, as needed. Handles cash up to \$300 for vehicle refueling purposes.